

For Immediate Release
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CITY AND CSD TO LAUNCH “ONE STOP SHOP” AT CITY HALL

Elk Grove, CA -- A new partnership between the City of Elk Grove and the Elk Grove Community Services District aims at streamlining the permitting process. Dubbed the “One Stop Shop,” the two agencies will establish a single point for processing building and improvement plans at City Hall (8400 Laguna Palms Way) beginning July 1.

Under the terms of this unique partnership, the City of Elk Grove will provide workspace and support for a new CSD Plan Intake Coordinator at the City Hall planning desk. This employee will accept and release building and improvement plans and process fees for the CSD’s Fire Department beginning July 1. Plans for the Parks and Recreation Department will be accepted at City Hall in mid-August. The change is expected to streamline the submittal process for customers who must secure building permits from both agencies.

“This move simplifies the permitting process and increases the level of service available to residents and companies who do business in the City of Elk Grove,” said Elk Grove Assistant City Manager, David Storer. “We are pleased to partner with the Elk Grove CSD to make this change possible.”

Plans accepted at City Hall for CSD Departments will be transported daily to the Community Services District Administration Offices at Elk Grove Boulevard by District courier. Plans will be reviewed and returned to City Hall for pick-up -- typically within 15 business days.

“The review process itself remains the same,” states Elk Grove CSD Fire Marshal Steve Foster. “Each department, regardless of agency affiliation, is looking at each building plan for distinctly different things – for us it is fire and life safety elements. The consolidation of plan intake and release provides convenience for the building customer, but does not deviate from our standard review process. In that regard, it will continue to be business as usual.”

Costs to establish the one-stop shop will be roughly \$100,000 this year for personnel and start up equipment. These costs will be funded through plan review fees and shared between the two agencies.

Special permits for controlled burning, festivals, parade floats, Knox boxes, and fireworks will still be processed through the CSD Administration Offices at 8820 Elk Grove Boulevard. Office hours at both locations are weekdays from 8 a.m. to Noon and 1 to 5 p.m. For more information call (916) 685-9502 or (916) 683-7111.

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